Call to Order

Jim Groves, Chair, called the regular meeting to order at 9:14 a.m.

Roll Call

Trustees present: Jim Groves, Jim Cunningham, Debbie Ahl and Kelly Espinoza.

Approval of Minutes of Previous Meeting

3.1 Kelly Espinoza’s motion to approve the minutes of the December 11, 2014 regular meeting as presented, carried unanimously.

3.2 Jim Cunningham’s motion to approve the minutes of the January 9, 2015 special meeting as presented, carried unanimously.

Proposed Agenda Changes

None.

Bellingham Technical College Staff Present

Patricia McKeown, President; Ronda Laughlin, Assistant to the President; Kerena Higgins, Assistant Attorney General. Also present were Chad Stiteler, Frank Powers, Linda Fossen, Dean Fulton, Camille Gatza and Marni Saling Mayer. Mary Curran, Nursing instructor and Mike Massey CNET instructor were both present representing BEA.

Introduction of Special Guests

None.

Recommendation for Action of the Board

None.

Communications and President’s Report

Trustees reviewed the draft President Evaluation policy/process. Following discussion Trustees agreed the President’s evaluation is a reflection of the President’s performance as it relates to the job description, KPI’s, Strategic Plan and President’s annual goals. Trustees feels the evaluation needs to include a blend of Board expectations, goal status and narrative/summary comments. President McKeown and Camille will work on creating a draft document for Board review at a future meeting.

Chad Stiteler briefly reviewed the Operating Funds Budget Status reports for month ending November and December. Both revenue and expenditures are in line this year compared to last year; interest income is higher due to increased rates. Enrollment for winter is showing and increase over last year; currently (as of 1.9.2015) State FTE is up +6.4%; all FTE is up +6.6%; program headcount is up +0.1%; and all headcount up +4.8%. Pre-program headcount is up +12.4% due to students taking pre-requisites. Trustees asked that the enrollment chart reflect more accurately where the college is in FTEs annually.
Students from Bellingham Technical College’s Culinary Arts program won gold in the American Culinary Federation State competition Saturday, January 10, held at BTC. BTC tested its skills against Walla Walla Community College, which took silver, and Le Cordon Blue, Seattle, which took bronze. The American Culinary Federation Washington State Chefs Association student hot food team competition is held annually to determine which cooking school team will move up and represent Washington State at the Western Regional Competition. This year’s event will be held March 20-21 in Las Vegas. Last year BTC won for Washington State and took fourth place overall in the West. In conjunction with the Welding Rodeo, May 15th & 16th, BTC will be hosting the Washington State Chef’s Association Salon competitions. This event brings competitors from the WA state, Canada, and the Western Region and is a two day event.

Last year the BTC Foundation committed to raise $125,000 during the 2014 Fall Scholarship Campaign; they recently announced they had exceeded this goal by raising $127,000. The Foundation is scheduled to conduct their annual planning retreat on Friday, January 30; a Gala Auction is tentatively being planned for October 24, 2015.

The department updates included in the Board packet were briefly reviewed. Trustees requested that the Human Resources update include a system comparison of Employee Separation to better gauge BTC separation to date.

BTC is scheduled for their compliance audit at the end of January 2015; Trustees should anticipate being asked to meet with auditors at some point during their three weeks on campus.

President McKeown, Frank Powers and RaeLyn Axlund McBride appeared before the Northwest Commission on Colleges and Universities (NWCCU) Board on January 8, 2015. This meeting gave BTC the opportunity to respond to the site visit evaluation, answer questions from commissioners, and provide a status update on recommendations. The NWCCU will send a final letter to BTC regarding their Accreditation status. The next seven-year accreditation cycle has already begun; the year-one report will be due September 2015.

BEA update:

- The nursing department is in the beginning stages of planning a Nursing Simulation Open House event scheduled to take place, March 10 from 3:30-5:30; Trustees are invited to attend.
- Faculty continue to work with the VP of Instruction on defining/redesigning meeting structure for more input and decision making as well as developing a Solutions Task Force using Compression Planning.
- Members of BEA attended the BOT special meeting on January 9th, they appreciated the opportunity to attend and participated in the initial Presidential Search discussion and are looking forward to Trustees attending the Faculty meeting on Wednesday, February 21.

Comments from Individual Members of the Board of Trustees

Trustees expressed their appreciation to Jim Cunningham and Debbie Ahl for all the work and effort they are doing to lead the Presidential Search process.

Comments from the Audience

None.

Unscheduled Business

None.
Date of Next Regular Board Meeting

The next regular Board of Trustees meeting for Bellingham Technical College is scheduled for Thursday, February 19, 2015; a Study Session will begin at 8:15.

Executive Session

None.

Adjournment

Mr. Groves officially adjourned the January 15, 2015 meeting of the Bellingham Technical College Board of Trustees at 10:56 a.m.

______________________________  ______________________________
Jim Groves, Chair                  Patricia McKeown, Secretary
Board of Trustees                  Board of Trustees